

**To:** Hoffman, Matt[Hoffman.Matt@epa.gov]  
**From:** Muller, Sheldon  
**Sent:** Wed 8/12/2015 11:48:51 PM  
**Subject:** FW: EnCase: Need Assistance

Hi Matt,

Please add [Attorney Work Product/Ex. 6] to the list of names that don't show up in the EnCase Directory.

Please let me know when the three names below and [Attorney Work Product/Ex. 5] have been added to the Directory so that I can add them as custodians, and let me know when the issue with the other names has been fixed so that they can be authenticated.

Thanks.

Sheldon

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Sheldon H. Muller

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**From:** Muller, Sheldon  
**Sent:** Wednesday, August 12, 2015 12:50 PM  
**To:** Hoffman, Matt  
**Subject:** RE: EnCase: Need Assistance

Hi Matt,

The three names are:

Attorney Work Product/Ex. 5

The four custodians who the system said would not be authenticated are:

**Attorney Work Product/Ex. 5**

Attorney Work Product/Ex. 5

Attorney Work Product/Ex. 5

**Attorney Work Product/Ex. 5**

**Attorney Work Product/Ex. 5**

Thanks.

Sheldon

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**From:** Hoffman, Matt

**Sent:** Wednesday, August 12, 2015 12:37 PM

**To:** Muller, Sheldon

**Subject:** RE: EnCase: Need Assistance

Hi Sheldon,

Which 3 custodians?

In some cases if they have not been a part of previous cases or lit hold they will not be in the directory. You do the ability to query active directory (similar to outlook search) and manually import them.

Can you provide their names& email address and I will check on this.

Thanks,

Matt

**From:** Muller, Sheldon  
**Sent:** Wednesday, August 12, 2015 1:12 PM  
**To:** Hoffman, Matt  
**Subject:** EnCase: Need Assistance

Hi Matt,

Yesterday I issued a litigation hold in the Gold King Mine matter but the system did not find three of our custodians (who are all EPA employees that have been working here for a while). Also, the system said that 4 custodians will not be authenticated when accessing the custodian portal. I would like assistance resolving these issues, and need that quickly since this is a very high profile matter.

I also would like you to walk me through the report generation process again. I tried preparing a report and did not have success.

Thanks.

Sheldon

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